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EYES ONLY

9 October 1968

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : 25X1A9a  
Recommendation for Promotion

GS-4 to GS-5

25X1A9a 1. The purpose of this memorandum is to recommend  
[redacted] for promotion from GS-4 to GS-5.

25X1A9a 2. [redacted] joined the Office of Research and Development  
25X1A9a on 18 March 1968 and was assigned to work under the supervision of  
25X1A9a [redacted] Chief/Registry/ORD. During the past 7 months,  
[redacted] has assumed the responsibilities of handling the  
office duties expected of Registry personnel which covers the  
controlling of all mail, both unclassified and highly classified.  
With no previous experience or knowledge of the Agency, she capably  
manages all duties and emergencies when the need arises. She is  
intelligent, reliable, self-sufficient and has the ability to work  
well with her fellow-workers and other ORD employees. Both  
secretaries and officers of ORD have commented on [redacted] 25X1A9a  
cooperative attitude, attention to duty and her willingness to  
perform any task assigned to her. 25X1A9a

3. Due to her outstanding performance since she has been with  
ORD, it is strongly recommended that [redacted] be promoted  
from GS-4 to GS-5 at the earliest possible date.

25X1A9a  
[redacted]

Administrative Officer  
Office of Research and Development

RECOMMEND APPROVAL:

[redacted]  
Chairman, Special Panel/ORD

[redacted]  
Director of Research and Development

1 Nov 68  
Date

4 Nov. 68  
Date

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EYES ONLY

Classified by [redacted]  
Declassify on [redacted]

Approved - OP

Distribution:

Original & 1 - Addressee  
1 - Special Panel  
1 - AO/ORD

AO/ORD/DD/S&T: [REDACTED]:dpc 2637 (8 Oct 68)

25X1A9a